

SECRET

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE

PHOTOGRAPHIC INTELLIGENCE CENTER



*Superseded
by
28-66.
Jan 24 1966
R.D.*

210886/1

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CONFIDENTIAL

488837

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Records Control Staff

DATE: 22 September 1958

FROM : Records Officer, ORR

SUBJECT: Transfer of Items, Records Control Schedule No. 22-55

1. The Photographic Intelligence Division, ORR (D/GP) has been abolished. A new Office designated as the Photographic Intelligence Center (PIC) has been established. It is requested that Items 225 through 235 of reference Records Control Schedule be transferred from the ORR schedule to that of PIC.

2. The D/GP Records Control Schedule has been transmitted to PIC.



25X

CONFIDENTIAL*Copy of this memo sent to Records Center
Glew.*

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OFFICE, DIVISION, BRANCH
 ORR - Geographic, Photo Intelligence Division

ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
225.	ADMINISTRATIVE SUBJECT FILE Consists of correspondence, reports and form documents reflecting the administrative activities of the division. File contains subjects such as Budget, Reports, Meetings, Training, Personnel and related material. Filed according to Agency File Manual. (1953 to date)	2	4 drawer legal safe	Temporary. Destroy after 3 years. Cut off at end of each calendar year; retain in current files area for two years and transfer to the Records Center.
226.	MAIL CONTROL LOGS Consists of logs maintained on material in and out of the division showing dates, subject and referral. a. Secret and Below Logs b. Top Secret Log These logs also contain signatures.	.1 .1	4 drawer legal safe 4 drawer legal safe	Temporary. Destroy after 1 year. Cut off at end of each calendar year; retain in current files area for 1 year and destroy. Temporary. Disposal not authorized. Retain in current files area indefinitely.

GRS 12
 Item 6

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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
227.	LIBRARY LOAN FILE Consists of request form and card file maintained on documents on loan from the library.	.2	4 drawer legal safe	Temporary. Destroy 1 year after return to Library. Place in inactive file upon return of document to Library; retain in current files area for 1 year and destroy. <i>GRS 14, Item 3</i>
228.	PROJECT FILES These are files maintained on photo intelligence and interpretation projects in process or completed by the division. Contains project initiation memo, project outline, working papers and notes. Essential documents are filed in ST/PC. Filed by project number. (1952 to date)	2	4 drawer legal safe	Temporary. Destroy after 5 years. Place in inactive file upon completion of project; retain in current files area for two years and transfer to the Records Center. <i>extra copy</i>
229.	PHOTO INTELLIGENCE MEMORANDUM FILES This is the record set of finished intelligence prepared by this division. (No copy exists in ST/PC.) Consists of report prepared in typewritten form together with photographs. Usually only two copies of the report is made and one of these is sent to the Requestor. The finished report is maintained separately from the Project Files (Item #227). Filed by Project Number. <i>228</i> (1953 to date)	.6	4 drawer legal safe	Permanent. Disposal not authorized. Cut off at end of each calendar year; retain in current files area for five years and transfer to the Records Center. <i>sk</i>

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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
230.	WORKING AND REFERENCE FILE Consists of reference material, working papers, notes, maps, extra copies of correspondence, information reports and publications of other government agencies such as Air Force, Navy, etc. Also contains finished reports of various offices of the agency. These documents are maintained in connection with projects present or planned or which may develop into a project in the future. Files are maintained separately by the division chief and by each analyst according to area assignment.	29	4 drawer legal safe and 5 drawer legal cabinet	Temporary. Destroy when obsolete or no longer needed (except that material on loan will be returned.) <i>non record</i>
231.	PHOTOGRAPH FILE Consists of copies of photographs received from OCD maintained for training purposes and reference for future jobs. Filed by World Aeronautical Chart number on by area .	8	5 drawer legal cabinet and 4 drawer legal safe	Temporary. Destroy when no longer needed. (Except that those on loan will be returned). <i>non record</i>
232.	MAP FILES Consists of extra copies of maps obtained from agency map library and from other agencies such as Army Map Service. Contains base maps and others and are used for reference and working purposes. Office of record for Agency Maps is Map Library Division.	20	Map Case	Temporary. Destroy when obsolete or no longer needed. <i>non record</i>

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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
233.	REFERENCE PUBLICATIONS FILE Consists of magazines, Agency publications and those of other agencies collected and maintained for technical reference purposes. Specific publications include Modern Photography, Scientific American, Air Fields and Seaplane Stations of the World, Interpretation of Aerial Photography, Current Intelligence Digest.	24	Bookcases and on Desks	Temporary. Destroy when obsolete, superseded or no longer needed for reference purposes. <i>non record</i>
234.	LIBRARY MATERIAL Consists of books procured on indefinite loan from Library. Specific titles include: Man, Time and Fossils, Total Atomic Defense, New Leica Manual, Geography from the Air, Textbook of Physical Chemistry, and many others. Books are used for technical reference purposes.	18	Bookcases and on Desks	Permanent. Disposal not authorized. Return to the Library when no longer needed. <i>ok</i>
235.	TRAINING MATERIAL FILE a. Consists of a collection of material maintained for conducting a training course in photo interpretation. Contains copies of photographs, visual charts, question and answer sheets, instruction folder and related material. b. Extra copies of various publications used for training purposes. Included are publications of other agencies such as Army, Air and Navy.	26 24	4 drawer legal safe <i>5 drawer legal cabinet</i> On top of Cabinets	<i>* Temporary.</i> Permanent. Disposal not authorized. <i>ok</i> Retain in current files and indefinitely. Transfer to CIA Records Center when no longer needed for training purposes <i>and/or</i> <i>destroy when obsolete or no longer needed.</i> Temporary. Destroy when superseded or no longer needed. <i>non record</i>

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